



Client Tell

Blackburn, Childers, and Steagall, PLC
Certified Public Accountants and Consultants

Volume XXIII No. 3 Fall 2017

Blackburn, Childers & Steagall, PLC Quarterly Newsletter

QUARTERLY AND YEARLY CHECKLIST FOR YOUR BUSINESS

BY JEREMY WRIGHT



What is a sales tax return? When do I owe payroll taxes?? Have I made a profit this year!?! These are some of the questions people typically ask as each quarter and year end rolls around. It can be hard trying to navigate the tangled web of various

tax reporting and payments, in addition to trying to evaluate and focus on the health and stability of your business. The Managed Accounting Services Department of BCS has put together a checklist as a tool to help our clients gain an understanding of what to expect throughout the year.

March, June, September, and December all mark the end of a quarter, and represent significant tax deadlines, as well as on opportunity to reflect on the status of your small, large, or not-for-profit business. Here are some best practices for the end of each quarter:

1. Prepare and review financial statements and budgets: Take time at the end of each quarter to review the balance sheet and income statement, as these can provide a quick snapshot in the health and viability of your business. Compare actual results to budgeted results to see if you are meeting your own expectations, and determine if adjustments are needed to stay on track for the year.
2. Review quarterly payroll tax returns and make payments: Each quarter brings with it a payroll tax deadline. If you are a client of our Managed Accounting Services Department, it is likely we will complete your payroll tax return and assist you in making the correct payments. However, be sure to review them for reasonableness!
3. Review sales taxes and make quarterly payments: Another quarterly deadline!! If you are subject to sales tax, it is important to file the proper returns and remit the correct payment to the appropriate taxing authority.

Continued on page 3



MANAGING FOR CONTINUED SUCCESS

VIEWPOINT BY TOMMY GREER

Organizations and individuals alike must manage success. One of the biggest risk to long term success is continuing to do things like you have always done them. While these same practices are assuring your success today, there is someone out there right now developing a bigger, better, shinier or faster way of doing whatever you do. While you shouldn't chase every new and trendy change, you must be aware of and be able to discern necessary change.

The best way to guard against this is to develop a culture of innovation.

Be a student not a critic – Learning takes much more effort that being a critic. We naturally resist things we don't understand or cannot control. The moment you stop learning you stop leading.

Must keep your eyes and your mind wide open – Are you willing to learn from competitors or does arrogance get in the way? Also, listen to those outside your industry, they are not bound by our assumptions. We just benefited greatly from having Thom Crosby and David McClaskey of Pal's speak to our firm on managing processes with excellence. Closed mind leaders close minds, thus, innovators will leave and status quo people will stay.

Replace how with Wow! – Wow ideas to life don't how them to death. I know many times my first response is, "How is that possible to do?" or "How does that fit in the budget?" or "How is that better than how we already do it?" or even worse, "How is that better than my way?"

Promote passion – If people are passionate about the mission of the organization and what they do, they will always be

looking for better ways. One third of people work for need of a paycheck, one third playing the game to get promoted, and one third are working for the meaning and passion for the job. Find, hire and invest in the people working with passion.

Trust the next generation – The next great idea typically does not come from the previous generation. Old and successful is not a good combination for innovation. Usually the biggest resistors to change are the ones that implemented the previous successful change.

Don't let capacity for risk taking be blunted by level of success – Typically, we are much more likely to play it safe and take less risk once successful. Any change you make brings an amount of risk to it, but if you never change you will not continue to be successful long term. Do not be paralyzed by success.

Continual process improvement – You must continue to evaluate, refine, test, improve and train on your processes. You must give people time to invest in this very important area. If not, they will just go from task to task and continually do things the way we have always done them.

None of the above things happen naturally, that's why leaders have to be intentional about leading others and the type culture they create. The above can only be as effective as senior leadership. Great leaders lead for continued success! Lead on!

The above points were adapted from presentations at the Global Leadership Summit by Andy Stanley, Laszlo Block and Sam Adeyemi.

Continued from page 1

4. Compute estimated income tax and make payments: It is especially important for a small business to pay quarterly federal estimated tax payments. This can help avoid penalties and interest come tax time.

December has finally come to a close and another year is in the books... What do I do now?!

1. Review past-due receivables: Determine if you think those customers will ever pay. If not, writing them off may provide a tax deduction.
2. Review your inventory: Take a year-end inventory count, and determine if you have any missing, obsolete,

or unusable inventory. Cleaning up inventory can help reduce taxes and give you some much needed extra space.

3. Fill out IRS forms W-2 and 1099-MISC: You have until February 1 of the following year to mail out W-2s and 1099s.
4. Review and approve full-year financial reports and tax return: Always review financial statements and corresponding tax returns before filing to ensure accuracy and completeness. If the IRS audits your company and finds any underpayment of taxes, you could be liable for additional taxes, penalties, and interest.

PERSONAL LINES



Shane Carey is new to Johnson City Tax. He is a graduate of ETSU with a Bachelor's and Master's in Accounting. He recently passed the CPA exam.



Congratulations to Eric Nauman and his wife Lyndsay, who welcomed their first child, Janie Sue in July.



Congratulations to Sarah Presnell and Ryan, Ryan Jr. and Caroline, who welcomed Cole James in July.

CHURCH FINANCE WORKSHOP - THURSDAY, OCTOBER 12



Register now for Blackburn, Childers & Steagall's Church Finance Workshop, Lunch or Dinner Session on Thursday, October 12, at the Bank of Tennessee on MedTech Parkway. Open to anyone involved in church finance. You will learn best practices related to: payroll and 1099s, housing allowance, designated gifts, finance committees, internal controls and budgeting. Cost is \$20 per person, meal is provided. To register, contact Kendra Hopson at khopson@bcscpa.com or 423.282.4511.

BCS FIRM-WIDE RETREAT AT DOE RIVER GORGE



Every few years, BCS holds a firm-wide retreat for all of our employees. At this retreat, Thom Crosby, President/CEO of Pal's and David McClaskey, President of Pal's Business Excellence Institute spent some time with us to educate us about developing and implementing more efficient processes. We were fully engaged and it was a very productive session for our firm and has kick started our next phase of process improvement here at BCS to help assure our long term success. It was probably one of the best work sessions we have ever had as a whole firm.



FEATURING PROCESS DEVELOPMENT BY PAL'S BEI

If your company is considering ways to improve your operations through process development, workforce capability, and leadership development, contact Pal's BEI. Their professionals perform consulting, lead training and speak at meetings and events. They also hold one and two day courses at their facility in Kingsport.

You don't have to be in the restaurant business to benefit from their principles in efficiency, best practices in customer service and process excellence.

You can find them on the web at palsbei.com.





WHY ATTEND THE PERSONAL FINANCE SERIES?

BY TRAVIS MCMURRAY

- How much home can I afford?
- What debt should I pay off first?
- Do I have enough life insurance to cover debts and support my family?
- How can I invest my money while minimizing risk?
- Will I be able to maintain my standard of living when I retire?
- Do I really need a will?

These are some of the questions we as accountants hear on a daily basis. These are important questions because *everyone needs their money to work for them throughout their lifetime.*

As you consider how to make your finances work for you, I encourage you to keep two words in mind: *intentional* and *incremental*. As Yogi Berra so eloquently put it, “if you don’t know where you are going, you might wind up someplace else.” Whether we admit it or not, we are heading in a particular direction; and if we aren’t *intentional* about the path we’re on we could end up being at a destination far from where we wanted to be. So be *intentional* in your path.

Being *intentional* is difficult – it means change and it takes willpower. What I have found to be the secret to change is the word *incremental*. In order to see drastic change, we must commit to *incremental* change first. Change can be overwhelming and trying to do too much too fast is self-defeating because frustration sets in quickly and we don’t allow changes in behavior to take root.

BCS is here to assist you with those *intentional* and *incremental* changes to *make your finances work for you*. We are proud to offer the Personal Finance Series, a six-week seminar covering six different areas of personal finances. Each week we will cover a topic that you need to be *intentional* about

and will point you in the right direction of making those ever important *incremental* changes.

Budgeting – For many this is truly an overwhelming process. We will cover some basic guidelines for budgeting as well as introduce you to some tools and resources to get started. There are many options out there – the key is to find the process that works best for you for maintaining your budget

Credit and Loans – Much like GPAs, credit scores seem to drop more quickly than they recover. The key is to start well, manage your debt, and keep an eye on that credit score before it is too late.

Insurance – There is insurance for nearly everything these days. We’ll take a look at some of the often overlooked types of insurance and discuss different product offerings that can be tailored to meet your specific needs.

Investing – Stocks, bonds, mutual funds, precious metals, real estate...so many options for investing your hard earned money. We’ll help you navigate the options available to you and risk associated with these various investments.

Retirement – Most people hope to retire some day, or at least to slow down. So how much is enough to save for retirement? In this session, we’ll cover some of the various options for retirement funding, being sure that you are prepared for the future, and the importance of starting early.

Estate Planning - Far from the minds of most young people, estate planning is often not thought about until it is too late. In this session, you’ll learn why it’s important, especially for parents of young children, to plan now for unforeseen circumstances. Estate planning also affects us as we may be faced with dealing with the loss of a loved one.



PERSONAL FINANCE SERIES

Join us for a six-week workshop series on Personal Finance 101. While this series is geared toward young professionals, anyone with a desire to learn more about financially planning for their future is welcome. Each session will be held at Summit Leadership in Johnson City from 5:30 to 6:30 pm on Thursdays. The cost to attend is \$10 per session or \$40 for the series.

BUDGETING

September 21

CREDIT & LOANS

September 28

INSURANCE

October 5

INVESTING

October 12

RETIREMENT

October 19

ESTATE PLANNING

October 26



**MYRA
O'DELL**



**JAMES
STEFFEN**



**PAUL
HOILMAN**



**NICK
CLAY**



**NATHAN
GOODWIN**



**BRANDY
BRADLEY**

PRESENTED BY BLACKBURN, CHILDERS & STEAGALL

TO REGISTER OR LEARN MORE

Visit bcscpa.com or contact Kendra Hopson at 423.282.4511 or khopson@bcscpa.com

BCS Blackburn,
Childers &
Steagall, PLC

Certified Public Accountants & Consultants

801 B Sunset Drive | Johnson City, TN 37604

Johnson City | Kingsport | Greenville

PRSRT STD
US POSTAGE
PAID
JOHNSON
CITY, TN
PERMIT NO. 26

CHANGE SERVICE REQUESTED

 **BCS**
Wealth Management, LLC

FIRST
COVENANT
TRUST
& ADVISORS 

SUMMER VOLUNTEER PROJECTS: HOPE HOUSE & THE SALVATION ARMY

